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Food Distribution Administration  
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SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 26

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Special Commodities Branch Procedure for Handling  
Functions of War Production Board General Imports Order M-63

War Production Board General Imports Order M-63 controls the importation of certain strategic materials including foodstuffs. Director's Memorandum No. 15, Supplement 4 assigns to this Branch the responsibility for..."administering, in cooperation with the commodity branches, that part of the War Production Board Order M-63 which refers to the importation of foodstuffs other than sugar, fats and oils and oil-bearing materials for the account of established private import organizations..." These duties include maintenance of..."facilities for conducting day-to-day operations-answering telephone requests, correspondence, performing clerical operations in connection with applications for import licenses, maintaining shipping space records, and performing related activities..."

To effectuate the foregoing, there has been established an Imports Section in the Special Commodities Branch. For the purpose of performing the assigned functions, the relationship of this section to the operation divisions of the Special Commodities Branch shall be the same as that of the Imports Section to the other Commodity Branches with the exception of the Sugar Branch and the Fats and Oils Branch, which will perform certain of the functions for their own commodities as indicated below. Effective immediately, the following instructions shall be followed:

1. Generally, in cases where a shipping quota has been established, for the commodity concerned, by the Interdepartmental Shipping Priorities Advisory Committee, the procedure for handling applications for import certificates shall be as follows: (The Sugar Branch and the Fats and Oils Branch will perform, for their commodities, the steps indicated by asterisk\*):
  - (a) All import applications (Form 2220) will be received in Duplicate by the Imports Section. These applications will be accompanied by a recommendation form (SEC-5A) and a routing slip, all of which will bear the case number applied by the War Production Board.
  - (b) On the day of receipt, the Imports Section shall forward the application to the commodity Branch concerned after removing one copy of the routing slip, noting destination thereon and filing in a suspense file for action within five (5) days after that date.
  - (c) The Commodity Branch concerned will, within the time specified, examine the application, indicate the action desired by noting either "Grant" or "Deny" on the recommendation

form and initialling, and return to the Imports Section for examination. The Commodity Branch Chief or his designee will initial all recommendations.

(\*) (d) In examining applications the Imports Section will consider:

1. Shipping space available
2. Shipping schedules
3. Policies determined by the Departmental Committee and the FDA Subcommittee on Foreign Purchase and Importation.

(\*) (e) The Imports Section shall complete the recommendation form and prepare a letter to the applicant indicating the action taken.

(f) The properly designated official, in the Imports Section will sign all recommendations, including Sugar and Fats and Oils.

(g) The Imports Section will note the action taken in its records, file the routing slip in a "completed" file and forward to the War Production Board the entire docket, containing:

1. Recommendation
2. Application
3. Letter to applicant (Copies of the above will be retained by the Imports Section for filing)

(h) On the first of each month the Imports Section will prepare a report to the FDA Subcommittee, in memorandum form, setting forth the following information, by commodity:

1. Tonnage for which permits have been granted.
2. Amount of the shipping quota.
3. The unfilled amount of the shipping quota.
4. A comparison of imports with licenses granted.

These reports will be prepared in triplicate and distributed as follows:

One copy to be retained in Imports Section files.  
Original and one copy to be initialed by the Chief, Operational Planning and Services Division and forwarded to the Chief, Special Commodities Branch for approval and presentation to the FDA Subcommittee.

In those cases where a difference of opinion arises between the Commodity Branch and the Imports Section as to the propriety of a recommendation, the Imports Section shall consult with the Commodity Branch and all cases in which a mutual determination is not reached shall be referred by the Imports Section, in a memorandum prepared for the signature of the Chief, Special Commodities Branch, to the Food Distribution Administration Subcommittee on Foreign Purchase and Importation for a final decision.

II In instances where it is found to be desirable to import commodities for which shipping quotas have not been established, the Commodity Branches, other than Sugar, and Fats and Oils, will request, in writing, that the Imports Section



take the necessary steps to establish a shipping quota. This request should include a comprehensive statement of the need for establishing the shipping quota. The Imports Section will prepare a memorandum to the Chairman of the Department Committee on Foreign Purchase and Importation from the Chairman of the FDA Subcommittee on Foreign Purchase and Importation, setting forth the recommendation and the reasons therefor.

Recommendation for shipping quotas of Sugar, Fats and Oils or Oil bearing materials will be presented to the Subcommittee by the Branch concerned.

- III Provisions have been made whereby all applications for the Importation of feedstuffs will be routed by the Grain Products Branch to Mr. Harry Kriegel, of the Fats and Oils Branch, who will recommend actions on behalf of the Grain Products Branch. His signature will be accepted by the Imports Section and applications processed as outlined herein.
- IV When conditions warrant, i.e., in cases where the number of applicants is large and the demand is in excess of imports, the Commodity Branches may deem it necessary to allot the import quota among qualified importers. Certain commodities (cheese, casings, annatto, spices, vanilla beans, cocoa, coffee and gums) are already under allotment. The procedure for establishing an allotment shall be as follows:
- (a) The Commodity Branch (except Sugar, and Fats and Oils) will instruct, by memorandum to the Imports Section, that an allotment be prepared and will advise the Imports Section which base period is to be used in its computations. The program governing the allotment and the methods to be used, shall first be submitted to the FDA Subcommittee on Foreign Purchase and Importation for clearance.
  - (b) The Imports Section shall perform the allotment function as follows:
    - 1. A form to be sent to the importers of the commodities concerned, shall be prepared and forwarded to the Branch for its approval. This form is for the purpose of obtaining information from the industry relative to the volume of imports during the designated base year.
    - 2. If approved by the commodity Branch concerned, the form shall be cleared with the Bureau of the Budget in accordance with instructions set forth in Special Commodities Branch Memorandum No. 5, Supplement B and forwarded to the Industry.
    - 3. Upon receipt of the completed forms, the Import Section shall determine individual importer's allocations. This allocation is derived by prorating the shipping space allotted the commodity with the activity record of the importer during the base period. The results of this compilation shall be presented to the respective Branch for its approval.

4. The imports Section will advise each qualified importer that an allotment has been made and furnish him with an authorization to import the allotted quantity.

5. All correspondence with reference to allotments and allotments procedure (other than that requiring a change in policy) will be handled by the Imports Section except that concerning Sugar, Fats, Oils or Oil-bearing materials, which will be referred by the Imports Section to the proper Branch.

6. Each Commodity Branch may review correspondence in the files of the Imports Section concerning its commodities.

V The Imports Section will be responsible for helping the Assistant Deputy Director on Procurement in carrying out his responsibilities for over-all FDA coordination on M-63 activities, in accordance with Section B (2) of Director's Memorandum 15, Supplement 4. In this connection it will perform any coordinating activities requested by the Assistant Deputy Director. The Assistant Deputy Director, so far, has requested the Imports Section to help him as follows:

(a) Serve as a central clearance point with WPB on all day to day operating details except policy matters. The Assistant Deputy Director on Procurement has requested that this service be performed for all branches except Fats and Oils and Sugar. Periodically, the Chief of the Imports Section will furnish the Assistant Deputy Director on procurement with a brief informal report of these actions. Where any written reports are required, they shall be cleared through the office of the Branch Chief. Furthermore, if at any time there is any question as to whether policy matters are involved, the chief will immediately contact the Assistant Deputy Director on procurement.

(b) Serve as a central clearance point for all reports of special subcommittees appointed by the Department Committee on Foreign Purchase and Importation. In accordance with the request of the Assistant Deputy Director on procurement all FDA representatives on these committees will file with the Imports Section 2 copies of each proposed committee report before these reports are presented to the Department Committee on Foreign Purchase and Importation. The Chief of the Imports Section will immediately forward to the chairman of the FDA subcommittee of foreign Purchase and Importation a copy of this proposed report for his information and action. One copy also will be maintained in his files for a permanent record.

(c) Maintain a complete file of all Minutes of the FDA subcommittee on Foreign Purchase and Importation, and of the full Committee on Foreign Purchase and Importation. This permanent file will be open for use and inspection of any commodity branch.

Maintain a complete file of all import action recommendations of the Commodity Branches except those originating in the Sugar and Fats and Oils Branches.